



Bryce Yokomizo
Director

February 6, 2003

TO: Each Supervisor

Transmitt

FROM: Bryce Yokomizo, Director

SUBJECT: QUARTERLY REPORT ON LINE VACANCIES

Pursuant to the October 17, 2000 action taken by your Board, I am reporting on line vacancies in the Department of Public Social Services (DPSS).

DPSS' overall vacancy rate for the quarter ending December 31, 2003, for first line eligibility, social work, and GAIN positions is 5.1 percent. This is an increase of 2.6 percent from the previous quarter. This is primarily due to attrition and increased leaves of absences. Attached is a summary of departmental allocations and vacancies for line staff based on DPSS office locations by Supervisorial Districts. The staffing counts are based on January 31, 2003 information rather than December 31, 2002 in order to reflect recent transfers to balance eligibility staff. Effective January 6, 2003, 177 Eligibility Workers were transferred from districts with staffing in excess of their caseload driven allocations to districts with vacancies. Also reflected in the report is the hiring of 100 additional Eligibility Workers distributed among offices with the highest vacancies. We are currently evaluating our funding to determine if we can hire an additional 100 temporary Eligibility Workers.

Last quarter we reported our plans to maximize available IHSS funding by transitioning 89 GAIN Services Workers (GSWs) from GAIN to fill vacancies in IHSS. We have surveyed employees in the GSW class and are in the process of evaluating volunteers for transfer to available vacancies, based on seniority, bilingual skills, and the volunteers' preferences among work locations. We anticipate completion of this process by the end of February.

As instructed by your Board, DPSS will continue to submit quarterly reports of line vacancies.

BY:jm

Attachment

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

DEPARTMENT OF PUBLIC SOCIAL SERVICES

ALLOCATIONS VS. VACANCIES BY SUPERVISORIAL DISTRICT

January 31, 2003

	Eligibility Workers	GAIN Services Worker	Social Workers	TOTAL
<u>1st District</u>				
Allocation	2,428	459	220	3,107
Encumbrance	2,268	516	188	2,972
Vacancy	-160	57	-32	-135
Ratio	-6.6%	12.4%	-14.5%	-4.3%
<u>2nd District</u>				
Allocation	1,567	323	144	2,034
Encumbrance	1,434	334	132	1,900
Vacancy	-133	11	-12	-134
Ratio	-8.5%	3.4%	-8.3%	-6.6%
<u>3rd District</u>				
Allocation	374	14	130	518
Encumbrance	351	16	96	463
Vacancy	-23	2	-34	-55
Ratio	-6.1%	14.3%	-26.2%	-10.6%
<u>4th District</u>				
Allocation	148	0	0	148
Encumbrance	143	0	0	143
Vacancy	-5	0	0	-5
Ratio	-3.4%	0.0%	0.0%	-3.4%
<u>5th District</u>				
Allocation	886	27	225	1,138
Encumbrance	866	30	220	1,116
Vacancy	-20	3	-5	-22
Ratio	-2.3%	11.1%	-2.2%	-1.9%
TOTAL				
Allocation	5,403	823	719	6,945
Encumbrance	5,062	896	636	6,594
Vacancy	-341	73	-83	-351
Ratio	-6.3%	8.9%	-11.5%	-5.1%

1. Encumbrances are currently filled positions, they do not include long term leaves.
2. A negative ratio reflects vacancies. A positive ratio reflects overages.